

Committee name: Gleason Public Library Trustees

Meeting date: July 9, 2020

Zoom meeting only due to COVID-19

Meeting Minutes

Present: Christine Stevens, Karen Gettings, Dale Joachim, Martha Feeney-Patten, Jennifer Pike, Ginny Lamere (FoGPL), and Wanda Avril (Carlisle Mosquito)

1. Call to order 4:02PM
2. June minutes were approved.
3. Director's Report
 - a. Only 3.23% budget remains as we close FY20. Larger expenses in certain areas than anticipated, but lower in others.
 - b. Fall budget to be decided at Town Meeting with cost of living increase would meet the MAR and the ability to borrow from other libraries. Not otherwise.
 - c. Variety of HVAC repairs are now completed.
 - d. Roof top ventilation units are running but it is still on short timer. Library ordered 12 hr timers.
 - e. New children's librarian Jenn Buliszak now on board.
 - i. Her previously held part time position is not posted yet due to hiring freeze.
 - f. Curbside has been very busy. 3 staff scheduled per day for curbside pickup.
 - g. Summer program kicked off strong. 100s of hours of reading already logged into system.
4. Web site status
 - a. Jennifer has been working on a requirements document to discuss with the vendor after consulting with 3 other libraries.
 - b. The document is being circulated among FoGPL for feedback.
 - c. Trustees voted to use Melone Trust funds to pay for half of the website. FoGPL will provide the other half.
5. Reopening plan-Phase 2

Committee name: Gleason Public Library Trustees

Meeting date: July 9, 2020

Zoom meeting only due to COVID-19

Meeting Minutes

- a. Outdoor wifi availability/upgrade being studied so patrons can access library's wifi outdoors.
 - b. Once library opens to the public it will be available by appointment. Limit seating to avoid patrons overstaying their appointment.
 - c. State requires public computers to be sanitized between uses, but local libraries have been unable to source cleaning wipes.
 - d. Patrons will be encouraged to browse with their eyes to avoid touching materials unnecessarily.
 - e. Chelmsford and Billerica libraries are planning to open next week. We will want to learn from their experience.
 - f. A self-checkout machine would facilitate contactless library visits. Director will check on how much it would cost to install one at Gleason.
 - g. Will look into software for scheduling appointments. Manual approach at least to begin.
 - h. Potential re-opening date: July 27
- 6. Trustees approved 3-week vacation time for new children's librarian contract.
 - 7. Set next meeting date: August 6, at Library Hollis room.
 - 8. Adjourn: 5:14PM.

Committee name: Gleason Public Library Trustees

Meeting date: July 9, 2020

Zoom meeting only due to COVID-19

Meeting Minutes



July 9, 2020

To: Library Trustees

From: Martha Feeney-Patten

Re: July 2020 Director's Report

FY20 Budget as of July 2

Operating Accounts			
Account #	Account Name	\$ Remaining	% Remaining
Library Accounts			
01610 51120	Wages	18,206.38	4.13%
01610 52400	Automation	1,074.00	3.89%
01610 53100	Training & Meetings	525.22	55.29%
01610 54200	Office Supplies	873.51	21.84%
01610 58500	Books	8,465.66	29.70%
01610 55101	Teen Books	1,492.68	37.32%
01610 55102	Children's Books	6,618.24	44.12%
01610 55103	Digital	-9,901.19	-38.83%
01610 55120	Audio	4,140.43	37.64%
01610 55131	Visual	3,106.91	34.52%
01610 55132	Periodicals	263.97	3.77%
01610 55140	Additional Equipment	-537.13	-94.23%
	Programs & Outreach	265.97	13.30%
Building Accounts			
01611 51120	Custodial	210.03	0.59%
01611 54300	Repair & Maint.	-14,796.92	-67.26%
01611 54500	Supplies	550.88	14.89%
	TOTAL	20,558.64	3.23%

Capital Accounts			
Account #	Account Name	FY20 Start	Remaining
01612 58574	Technology Upgrades	7,696.86	7,696.86
01612 58575	Carpet replacement	80,000.00	38,662.00
01612 58577	Misc. Maintenance	595.00	595.00
01612 58584	Repairs/Service	10,000.00	5,000.00

Account #	Account Name	FY20 Start	Details	Remaining
19306 -----	State Aid	\$28,659.45	(+) state deposit (-) Page wages, hotspot, classified ad	\$31,902.68
19347 -----	Grants	\$28,523.19	(-) wages, archival supplies, storage, framing, software	\$35,982.84
19320 -----	Gifts	\$7,943.99	(+/-) assisted listening devices per COA grant, Garden Club donation for Butterfly House passes	\$7,797.14

Budget

Committee name: Gleason Public Library Trustees

Meeting date: July 9, 2020

Zoom meeting only due to COVID-19

Meeting Minutes

- We have a few final bills to pay from the FY20 budget (fiscal year ended June 30), but the bottom line will not change drastically.
- Town Meeting approved a flat budget of \$637,231 for the library for FY21. The town plans to revisit the operating budget at a fall town meeting.
- Board of Selectmen approved a 2% COLA and longevity step increases for non-union staff. The approved flat budget does not include funding for these, so if a new budget is not approved, we may need to make cuts to hours or other areas.
- If we do not receive a modest increase of \$6264 by October 2, we will need to apply for a waiver to maintain our state certification and reciprocal borrowing privileges with other libraries.
- The requested freeze on hiring and discretionary spending continues into the new fiscal year.

Building

- **HVAC:** WJS Mechanical fixed leaking pipes and replaced equipment in the mechanical room including the air separator. More faulty piping, connected to the boiler, was discovered during the process and they were able to replace that as well.
- **Ventilation:** Steve Bastek and Bill Risso have repaired the rooftop ventilation unit so that it provides conditioned outside air throughout the building. They also repaired the rooftop exhaust unit that was not functioning. These repairs were accomplished with their time, expertise, and ~\$100 in parts. The changes will improve the fresh air quality in the building greatly, particularly on the upper floors where doors and windows are not frequently opened.
- **Repairs/Maintenance:** The roof has stayed dry through recent storms.

Personnel

- Miranda's last day was Friday, July 3rd – we are sorry not to be able to give her a warm send-off in person!
- Jennifer Buliszak, who has worked as a library assistant in our circulation and children's departments for two years, is our new children's librarian. She has enthusiastically helped with most of our larger programs during her time here, from the Pumpkin Spectacle, to summer reading, to art receptions. Jenn has been a preschool aide and teacher at Westford Preschool since 2010, and was previously a middle school library media specialist for 8 years. She is excited to get to know the families of Carlisle better in her new role.
- Due to the hiring freeze, we have not posted for a replacement for Jenn's part-time position, but as we expand our hours we may need the additional staffing.
- In lieu of our traditional spring volunteer appreciation event, Kathy put together gift planters for our 40 volunteers and delivered them outside of people's houses – thank you to Kathy for her work on this!

Services

- **Curbside Pickup** has been hopping, with about 1500 items checked out during the month of June, and each week busier than the one before.
- **Expanded Hours:** Starting July 6, we are planning to expand our curbside hours to: Mon, Tue, Thu, Fri: 10am-5pm; Wed: 1-7pm; and Sat 10am-1pm. This more than doubles the service hours and adds evening and weekend options.
- **Interlibrary Delivery Service** resumed on June 22; there is a large backlog to catch up on.
- **Massachusetts Phase 3** may permit libraries to open for some type of browsing, but guidelines have not yet been announced, and most area libraries are not opening to the public at this point.
- The federal Institute of Museum and Library Services reported REALM Project findings that in the first phase of a project to disseminate and develop science-based information about how materials can be handled to mitigate exposure to staff and visitors, scientists have found that the virus SARS-CoV-2 that causes COVID-19 is not

Committee name: Gleason Public Library Trustees

Meeting date: July 9, 2020

Zoom meeting only due to COVID-19

Meeting Minutes

detectable on five common library materials after three days. Full details can be found here:

<https://www.imls.gov/news/research-shows-virus-undetectable-five-highly-circulated-library-materials-after-three-days>. We will continue to quarantine returned materials for three days.

Events

- **Summer Reading and Events:** see attached flyer! The flyer is being mailed to all households townwide.
- We received a grant from the state to fund a two-year license for Beanstack software, which we'll use for summer reading logging and challenges and can also use for other challenges throughout the year.
- **Adult programs** will be busier than usual over the summer, including prerecorded ArtMatters lectures, Backyard Birds with Steven Hale, and a brush lettering class with local high school student Claire Sun (all online).
- Considering pop-up outdoor library events this summer, for socially-distanced browsing of book carts outside the library